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## **Revenue Sharing Program Guide**



For further information, contact

Residency Administrator or Urban Program Manager  
Virginia Department of Transportation

or

Local Assistance Division  
Virginia Department of Transportation  
1401 East Broad Street  
Richmond, Virginia 23219  
(804)786-2746



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VIRGINIA DEPARTMENT OF TRANSPORTATION  
LOCAL ASSISTANCE DIVISION

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**REVENUE SHARING PROGRAM GUIDE**

(Chapter 280)

This revised document provides a comprehensive summary of the Revenue Sharing Program as established by the *Code of Virginia* and as governed by the policies of the Commonwealth Transportation Board. It is intended to serve as a reference for local jurisdictions and VDOT staff in preparation and disposition of applications for program funding.

This document defines eligible projects, summarizes funding limitations, and describes the roles of the parties involved in the application and approval process. Sections 24 VAC 30-280-10 through 24 VAC 30-280-80 are part of the Virginia Administrative Code. The appendices in this publication include the enabling legislation, associated forms, and procedural information for the convenience of the user.

All previous instructions regarding administrative procedures for revenue sharing projects are hereby superseded.

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**24 VAC 30-280-10. Definitions.**

The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise:

**Construction Projects** refers to projects which usually require more than one fiscal year to complete, and which change or add to the characteristics of a road, facility, or structure.

**Eligible Project** means work including construction, improvement, maintenance, and eligible street additions costs to which Revenue Sharing Program funds are available.

**Maintenance** means activities involved in preserving or restoring the roadway, facility, or structure to its original condition, as nearly as possible.

**Matching Funds** means funds provided by the Commonwealth which are allocated to eligible items of work in participating localities to supplement, on a dollar-for-dollar basis, the locality's contribution for eligible projects.

**Project Number** means a multi-digit alphanumeric code which identifies work to be completed; it is used in conjunction with construction. The usual format for a project number is rrrr-ccc-sss, Jnnn, where rrrr is the four-digit route code, ccc is the three-digit locality code, sss is a three-digit section code, J is the phase identifier, and nnn is the job number.

**Revenue Sharing Program Fund** means the designation given to the fund used to finance the specially funded program developed by the local government and the Department of Transportation subject to approval by the Commonwealth Transportation Board.

**Rural Addition** means any street eligible for addition into the secondary system of state highways under Section 33.1-72.1 of the *Code of Virginia*.

**Six-Year Plan** means either the Six Year Improvement Program for Interstate, Primary, and Urban Systems, developed by VDOT and the Commonwealth Transportation Board; or the Secondary Six-Year Plan, the official listing of improvements to be constructed on the secondary system, which is developed jointly by the Virginia Department of Transportation (VDOT) and the county governments (Section 33.1-70.01, of the *Code of Virginia*).

**System of State highways** means the primary or secondary roads under the ownership, control or jurisdiction of VDOT. It also means roads in the urban system under the control of the locality.

**VDOT Manager** is the department employee responsible for the administration of the Revenue Sharing Program for that locality. For counties, the VDOT manager is usually the local Residency Administrator unless otherwise indicated. For cities and towns maintaining their own streets the VDOT manager is the Urban Program Manager for that locality.

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### **24 VAC 30-280-20. Purpose.**

The “Revenue Sharing Program” provides additional funding for use by a county, city, or town to construct, maintain, or improve the highway systems within such county, city, or town and eligible additions in certain counties of the Commonwealth. Locality funds are matched with state funds, with statutory limitations on the amount of state funds authorized per locality.

The program is administered by the Department of Transportation, in cooperation with the participating localities, under the authority of Section 33.1-23.05 of the *Code of Virginia*. An annual allocation of funds for this program is designated by the Commonwealth Transportation Board.

Application for program funding must be made by resolution of the governing body of the jurisdiction in which the road is located. If a locality is requesting funds for a road outside its jurisdiction, concurrence from the affected jurisdiction must be provided. Towns not maintaining their own streets are not eligible to receive Revenue Sharing Program funds directly; their requests must be included in the application of the county in which they are located. Project funding is allocated by resolution of the Commonwealth Transportation Board. Construction may be accomplished by the Department of Transportation or by the locality under an agreement with the Department.

### **24 VAC 30-280-30. Eligible work.**

The Revenue Sharing Program may be used to finance eligible work on highway systems within a locality. The Revenue Sharing Program is intended to provide funding for relatively small, immediately needed improvements or supplement funding for existing projects and their funding needs for the fiscal year. Larger new projects may also be considered provided the locality identifies any additional funding needed to implement the project. Revenue Sharing Program Funds are generally expected to be used to finance project costs in the same fiscal year and projects should be in active development that is leading to their completion within the near term.

Below is a list of types of work that could be considered eligible for Revenue Sharing Program financing.

#### **A. Deficits on Completed VDOT Administered Construction or Improvement Projects**

When a project is completed with a deficit, the locality may request that the deficit be financed by the Revenue Sharing Program.

#### **B. Supplemental Funding for Projects Listed in the Adopted Six-Year Plan and Ongoing Construction or Improvement Projects**

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When the appropriate VDOT manager or locality anticipates the cost to complete a project will exceed the financing currently committed to this work, the locality may request that the anticipated deficit be financed by the Revenue Sharing Program.

When the appropriate VDOT manager anticipates allocations (in addition to those proposed in the adopted Six-Year Plan) will be required to completely finance a project, the locality may request permission to provide one half of such additional financing with the remaining one half provided by state matching funds. This includes, but is not limited to, such things as signalization, additional preliminary engineering, or acquisition of additional right-of-way. This procedure may be utilized to accelerate the funding of a project and thereby permits its completion earlier than otherwise would have been possible.

### **C. Construction Projects not included in the Adopted Six-Year Plan**

When the appropriate VDOT manager concurs that the proposed work may be eligible for program funding, the locality may request one half the funds to construct a project not currently in the Six-Year Plan. However, in such cases, the locality funds, together with the state matching funds, should finance the entire estimated cost of the project within the fiscal year involved. A PE only project can be established provided it is fully funded.

### **D. Improvements (Incidental)**

Any operation, usually constructed within one year, which changes the type, width, length, location, or gradient of a road, facility, or structure; or the addition of features not originally provided for such road, facility, or structure. Incidental improvements are not generally included in the Six Year Plan. This includes, but is not limited to sidewalks, trails, curb and gutter installation, plant mix placement on an existing hard surfaced road, or traffic signal installation.

### **E. Improvements Necessary for the Acceptance of Specific Subdivision Streets Otherwise Eligible for Acceptance into the System for Maintenance**

The improvements (widening, surface treating, etc.) necessary for the acceptance of certain subdivision streets otherwise eligible under Section 33.1-72.1, *Code of Virginia*, known as Rural Additions, for acceptance into the secondary system of state highways may be funded by the Revenue Sharing Program. Roads in cities and towns are not eligible as additions to the urban system under 33.1-72.1.

### **F. Unprogrammed Maintenance Whose Accomplishment is Consistent with the Department's Operating Policies**

Examples of this type of work include normal maintenance replacement activities such as guardrail replacement, plant mix overlays, sidewalks and curb & gutter repair.

### **G. New Hardsurfacing (Paving)**

The first-time paving of a previously unpaved roadway; usually composed of a multiple course asphalt surface treatment may be funded by the Revenue Sharing Program. Only roads in

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the state secondary system are eligible to use Revenue Sharing Program funds for new hardsurfacing. Urban system roads in cities and towns are not eligible.

### **H. New Roadway**

Revenue Sharing Program funds may be used to establish a new facility to be part of the system of state highways. In order for a new roadway to be eligible for Revenue Sharing Program funding, it must be a part of a locally adopted plan such as the locality's Comprehensive Plan and must be expected to divert sufficient traffic from existing public roads so that those roads will not need to be improved in the foreseeable future. Projects may also need to be included in the regional Constrained Long Range Plan in air quality non-attainment areas.

### **24 VAC 30-280-40. Application.**

Requests for Revenue Sharing Program funding within a locality must be made by resolution of the governing body of the locality in which the road is located. The application package must include the resolution, the detailed designation of funds form and the summary designation of funds form. Localities requesting funds for a road in another locality must provide a letter of concurrence from the locality where the road is located. Towns not maintaining their own streets may not directly apply for Revenue Sharing Program funds but may include their requests as part of the package submitted by the county in which they are located. The application process is described in Appendix B. Forms for submission of Revenue Sharing Program requests may be found in Appendices C and D. A sample resolution may be found in Appendix E.

### **24 VAC 30-280-50. Approval.**

Upon receipt of the requests, VDOT's Local Assistance Division reviews the application from each locality for eligibility. Once the localities' requests are found to be eligible, the Local Assistance Division will prioritize the requests as delineated in Section 33.1-23.05.B of the *Code of Virginia*. Priorities for funding are divided into four tiers. Tier one will be fully funded before any funds are available for tier two; tier two will be fully funded before funding is available for tier three, etc. If funds are depleted in the first tiers, no further funds will be available.

- Tier one applications are those with the governing body committing more than \$1 million in general funds for a \$1 million match for revenue sharing projects. The total amount of the locality's request is the basis for considering tier one funding. If locality requests in tier one exceed available Revenue Sharing Program funds for the year, localities' requests will be prioritized based on the amount of local funds committed above the matching funds. In the case of a tie, funds for those localities will be prorated. For example, if four localities commit \$1.1 million but only \$3 million remains in the Revenue Sharing Program Fund, each of the four localities will receive \$750,000.

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For tiers two through four, projects will be prioritized individually. For tiers two through four, if requests within a tier exceed available Revenue Sharing Program funds, all projects within that tier will be prorated based on the total requests for that tier and funds remaining.

- Tier two provides funding when the project is administered by the city, county, or town. Local administration must include all remaining phases of the project. If the project is changed to VDOT administration, the project will be reevaluated for tier assignment and fund availability may be affected.
- Tier three projects may receive funds when the allocation will accelerate an existing project in the Six-Year Improvement Program or the locality's capital plans. To qualify for tier three, unscheduled projects must move into the 24 month advertisement schedule. For projects in the localities capital plan, the locality must provide documentation of an established advertisement date and show that Revenue Sharing Program funding will be able to advance the advertisement date. A project will also qualify for tier three if the addition of Revenue Sharing Program funds will keep the project advertisement date on schedule.
- And from any funds remaining, any other requests that has a matching allocation from the governing body. These projects are considered tier four projects.

Based on the project priorities, the Local Assistance Division develops the Statewide Program for submission to the Commonwealth Transportation Board for approval. The Local Assistance Division will review with other divisions as necessary and appropriate.

The Commonwealth Transportation Board approves the statewide Revenue Sharing Program, including allocations to specific projects in each locality's request. The Commonwealth Transportation Commissioner may approve transactions, such as locality/state agreements, for revenue sharing projects prior to Commonwealth Transportation Board approval; however, no state funds may be expended on such projects until approval by the Board and no project work should be conducted, prior to approval by the Board, for which reimbursement from the Revenue Sharing Program is expected.

## **24 VAC 30-280-60. Implementation.**

Upon Commonwealth Transportation Board approval of the statewide program, development of the individual projects begins. The state matching funds for the approved projects are reserved and placed in a special account. Projects may be developed and constructed by VDOT or the locality.

### **A. VDOT Administered Work**

VDOT will request payment from the locality for its share of the estimated cost of work to be performed; the money is collected prior to the beginning of work. After the project is completed, VDOT will make final billing to the locality for its share of the actual costs incurred, in excess of those provided at the beginning of the project. If the locality's share of the actual cost is less than the estimated cost, the difference will be refunded to the locality or the locality



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may transfer the remaining funds to another existing project as noted in the section describing Transfer of Funds in this Guide (24 VAC 30-280-70). Appendix F provides the steps for initiating project funding and invoicing.

If a local government wishes to cancel a project begun under the Revenue Sharing Program during the Preliminary Engineering (PE) or Right of Way (RW) phases but prior to the Construction (CN) phase, it may do so by resolution of the local governing body. The Department retains the sole option to require reimbursement by the locality of all State matching funds spent from the time the project was begun until it is canceled.

If the project does not begin before the end of the fiscal year involved, the locality must pay its share to the Department, or certify that the money is held in a special fund account specifically earmarked for the project or projects. This must occur by April 1 of the fiscal year or monies will be returned to the Revenue Sharing Program Fund and made available for supplemental funding.

### **B. Locally Administered Work**

VDOT has published a Guide for Local Administration of VDOT projects that provides general guidance for locally administered projects. This guide is available on the Local Assistance Division webpage on the VDOT website. The Local Assistance Division, working with the appropriate project coordinator will prepare locality/state agreements that govern the performance of work administered by the locality. The agreement must be executed by both the locality and VDOT prior to incurring any cost to be financed from the Revenue Sharing Program. Locality/state agreements must be executed or VDOT must receive a certification that the funds are in a special account by April 1; otherwise monies will be returned to the Revenue Sharing Program Fund and made available for supplemental funding.

Once the project begins, the locality may submit monthly invoices to VDOT for eligible costs incurred. For tier one, when a locality has committed local funds in addition to the required matching funds for their total application, those additional local funds must be spent prior to any Revenue Sharing Program matching funds. After all work is completed, the locality makes a final billing to VDOT for its share of the actual eligible costs incurred. If the actual cost is less than that provided by the agreement, the remaining VDOT difference may be transferred to another existing project as noted in the section describing Transfer of Funds in this Guide (24 VAC 30-280-70) or, if the locality desires, refunded to the VDOT Revenue Sharing Program Fund. Appendix F provides the steps for initiating project funding and invoicing.

If a local government wishes to cancel a locally administered project begun under the Revenue Sharing Program before it is completed, it may do so by resolution of the local governing body. The Department retains the sole option to require reimbursement by the locality of all state matching funds spent from the time the project was begun until it is canceled.

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### **24 VAC 30-280-70. Transfer of funds**

#### **Transfer of funds to an existing project**

To implement a transfer of funds to an existing project, the County Administrator or City/Town Manager may request funds be moved from one revenue sharing project to another existing revenue sharing project in order to provide additional funds. Revenue Sharing Program funds may also be transferred to an existing project in the Six Year Improvement Program or Secondary Six Year Plan if needed to meet the approved federal obligation schedule or to ensure a scheduled ad date can be met, and if approved by the Commonwealth Transportation Board. Included in the request must be the detailed reasons for the request and status of both projects.

### **24 VAC 30-280-80. Additional allocations.**

No more than three months prior to the end of any fiscal year in which less than the total available funds have has been allocated, those localities committing more than \$1,000,000 may be allowed an additional allocation. The funds available for redistribution shall be allocated at the discretion of the Commonwealth Transportation Board among the localities receiving the maximum allocation.

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**Appendix A - SECTION 33.1-23.05 OF THE CODE OF VIRGINIA**

33.1-23.05. Revenue-sharing funds for systems in certain counties, cities, and towns.

*A. From annual allocations of state funds for the maintenance, improvement, construction, or reconstruction of the systems of state highways, the Commonwealth Transportation Board shall make an equivalent matching allocation to any county, city, or town for designations by the governing body of up to \$1 million in county, city, or town general funds for use by the county, city, or town to construct, maintain, or improve the highway systems within such county, city, or town. After adopting a resolution supporting the action, the governing body may request revenue-sharing funds to construct, maintain, or improve a highway system located in another locality or to bring subdivision streets, used as such prior to July 1, 1992, up to standards sufficient to qualify them for inclusion in the state primary and secondary system of highways.*

*B. The allocation of funds to localities shall be only for the purposes set forth in subsection A and shall be (i) first when such governing body commits more than \$1 million in general funds for such purpose; (ii) second when such project is administered by the city, county, or town; (iii) third when the allocation will accelerate an existing project in the Six-Year Improvement Program or the locality's capital plans; and (iv) from any funds remaining, any other request that has a matching allocation from the governing body.*

*C. The Department will contract with the county, city, or town for the implementation of the project or projects. Such contract may cover either a single project or may provide for the locality's implementation of several projects during the fiscal year. The county, city, or town will undertake implementation of the particular project or projects by obtaining the necessary permits from the Department of Transportation in order to ensure that the improvement is consistent with the Department's standards for such improvements. If administered by the Department, such contract shall also require that the governing body pay to the Department within 30 days the local revenue-sharing funds from its general fund upon written notice by the Department of its intent to proceed.*

*D. Up to one-half of any local government's contributions under this section may take the form of proffers accepted by the locality and deposited into their general fund.*

*E. Total Commonwealth funds allocated by the Board under this section shall not exceed \$50 million in any one fiscal year.*

*F. No more than three months prior to the end of any fiscal year in which less than \$50 million has been allocated by the Board to specific governing bodies, those localities requesting more than \$1 million may be allowed an additional allocation. The additional allocation shall be at the discretion of the Commonwealth Transportation Board among the localities receiving the maximum allocation under subsection A.*

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### **Appendix B - APPLICATION PROCESS**

1. VDOT's Director of Local Assistance sends a letter inviting all qualifying local governments to participate in the Revenue Sharing Program for the coming fiscal year.
2. The local government determines its intent to participate in the program, and the amount of local funds to be provided. The local government and appropriate VDOT manager jointly prepare an application to recommend assignment of requested funds to eligible projects. This application should:
  - list what is to be included for each project (example: length of road, width of road, estimated cost, etc.);
  - list projects in the locality's priority order;
  - identify who will administer each phase of each project
  - include a resolution from the governing body of the locality. A town not maintaining its own streets must submit their request with the county in which they are located.

While there is no limit on the amount of funds the locality may contribute, the amount of funds eligible for state matching funds may not exceed the statutory limitation. Designation of funds forms found in Appendices C and D should be used for the prioritized list and project details.

3. The appropriate VDOT manager submits the detailed application developed in Step 2 of the process with recommendations to the Local Assistance Division, with a copy to the appropriate District Administrator.

The application must be received by the date specified in the invitation letter.

4. VDOT's Local Assistance Division reviews the submitted applications and notifies the appropriate VDOT manager of the amount of state matching funds available for use on specified projects in their localities, subject to the approval of the Commonwealth Transportation Board.

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**Appendix C – DESIGNATION OF FUNDS**

Rev. 4/10/2006

**SUMMARY – Designation of Funds Form**

**FY06/07**

Insert Locality Name    Select One

**District**

Select One

**Residency**

Insert Residency Name

<b>Rev Sh Priority #</b>	<b>Route # / Road Name</b>	<b>Requested State Rev Sh Match (\$)</b>	<b>Locality Rev Sh Match (\$)</b>	<b>Locality Unmatched Funds (\$)</b>	<b>TOTAL FUNDS (\$)</b>
<b>TOTAL OF ALL FUNDS</b>					

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**Appendix D – DETAILED PROJECT INFO**

Rev. 4/10/2006

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**PROJECT DETAIL – Designation of Funds Form  
FY06/07 Revenue Sharing Program**

**Locality**  
**District                      Residency**

**PROJECT INFORMATION**

Rev Sh Priority #: Locality's priority # to receive revenue sharing funding Route # & Road Name: Please give both  
State Project Number:      If already assigned                      UPC #: If already assigned  
Description of Work/Scope:  
Does this project enhance accommodations for pedestrians and bicyclists?            yes/no  
From:  
To:  
Length:                      (miles)                      Planned Construction Ad/Start Date:  
Is this project in another locality?    yes/no  
If yes, please identify locality and reason for request?

**PROJECT ESTIMATES**

<i>* Estimated Eligible VDOT Project Expenses:</i>	<i>** Estimated Eligible LOCALITY Project Expenses:</i>	<i>*** TOTAL Estimated Project Expenses:</i>
PE                      _____	PE                      _____	PE                      _____
RW                      _____	RW                      _____	RW                      _____
CN                      _____	CN                      _____	CN                      _____
Total                      _____	Total                      _____	Total                      _____

*\* Estimated Eligible VDOT Project Expenses – Even if project is administered by locality, VDOT will have costs on every project for SERP, inspection, plan review and other type services. Please coordinate with our Residency Administrator or Urban Program Manager to determine these costs. These costs should be included in the Total Estimated Project Costs.*

*\*\* Estimated Eligible LOCALITY Project Expenses – Please include estimate for work even if locality does not want reimbursement for the particular phase.*

*\*\*\* Total Estimated Project Costs – These estimates should include all work even if locality is not requesting reimbursement for phase. Should also include all VDOT costs.*

**LOCALLY ADMINISTERED – Please complete if project will be locally administered**

Locally Administered?	Requesting to be reimbursed?
PE    yes/no	PE    yes/no
RW    yes/no	RW    yes/no
CN    yes/no	CN    yes/no

**PROJECT FINANCIAL INFORMATION**

Revenue Sharing Funds Requested (State) for FY 07  
Matching Revenue Sharing Funds Provided (Locality) FY 07  
Unmatched Funds from Locality for FY07

Other State / Federal Funds                      (list amount and type of funds – CMAQ, Urban, Secondary, etc.)

Has this project received Revenue Sharing Funds before?            yes/no

**PROGRAM EVALUATION CRITERIA (Tiers)**

Tier One – is locality giving more than \$1? million for a \$1 million request?            yes/no  
Tier Two – is this project locally administered?    yes/no    Only yes if all phases will be locally administered  
Tier Three – is this an existing project with an established advertisement date that will be advanced?            yes/no  
Current ad date                      New ad date  
Tier Four – this project does not meet any of the above priorities?            yes/no

**COMMENTS**

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Submitted by:  
Please sign here & date  
Locality Official / Date

Reviewed by:  
Please sign here & date  
Residency Admin / Urban Program Manager / Date

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**Appendix E – SAMPLE RESOLUTION**

**SAMPLE RESOLUTION**

At a regularly scheduled meeting of the [City/Town Council] of [name of locality (or, if applicable) (name of county) and “County Board of Supervisors”] held on [month & day], 20\_\_\_\_, on a motion by [name of Council or Board member], seconded by [name of Council or Board member], the following resolution was adopted by a vote of [#] to [#]:

WHEREAS, the [County or City/Town Council] of [name of locality] desires to submit an application for an allocation of funds of up to [total locality amount] through the Virginia Department of Transportation Fiscal Year 20xx-20xx, Revenue Sharing Program; and,

WHEREAS, [total locality amount] of these funds are requested to fund [description of work], [termini]; and,

NOW, THEREFORE, BE IT RESOLVED THAT: The [City/Town Council] of [name of locality] (or, if applicable) name of county) and “County Board of Supervisors”] hereby support this application for an allocation of [total locality amount] through the Virginia Department of Transportation Revenue Sharing Program.

ADOPTED this [day] day of [month year].

**A COPY ATTEST**

---

[name] [title]



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### **Appendix F - IMPLEMENTATION PROCESSES**

#### **VDOT Administered Projects**

1. VDOT's Local Assistance Division coordinates with the Fiscal Division to reserve the state matching funds for the approved specific revenue sharing projects.
2. The Fiscal Division bills the locality or the appropriate VDOT manager requests payment from the locality for its share of the estimated cost of work to be performed; the money is collected prior to the beginning of work in accordance with the current billing procedures.
3. After the project is completed, the Fiscal Division makes final billing to the locality for its share of the actual costs incurred, in excess of those provided in Step 2. If the locality's share of the actual cost is less than the estimated cost, the difference may, if desired by the locality, be refunded to the locality or transferred to another existing project as noted in the section describing Transfer of Funds in this Guide.

#### **Locally Administered Projects**

1. The Appropriate VDOT Manager prepares the request to administer form for locally administered projects. The form must be signed by the responsible local official and appropriate VDOT Manager and then approved by VDOT's Chief Engineer. VDOT has published a Guide for Local Administration of VDOT projects that provides general guidance for locally administered projects and includes the request to administer forms and other guidance for locally administered projects. This guide is available on the Local Assistance Division webpage on the VDOT website.
2. VDOT will then draft the locality/state agreement that governs the performance of work administered by the locality. The agreement must be executed by the locality and VDOT prior to incurring any cost to be financed from the Revenue Sharing Program.
3. Once the project begins, a project level invoice, accompanied by supporting documentation, should be submitted to the VDOT Project Coordinator no more frequent than monthly. The supporting documentation should include copies of invoices paid by the locality and a to-date project summary schedule, tracking payment requests and any adjustments. In lieu of copies of invoices paid by the locality, a one-page summary of what documentation the locality has on file may be used, provided that the locality's Director of Finance or similar position signs it. After all work is completed the Locality makes a final billing to VDOT for its share of the actual eligible costs incurred. If the actual cost is less than that provided by the agreement, the difference may be reassigned to another revenue sharing project in the locality, or, if the locality desires, refunded to the VDOT Revenue Sharing Program Fund.

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**Appendix G - VDOT RESIDENCIES BY COUNTY**

**VIRGINIA DEPARTMENT OF TRANSPORTATION**

**RESIDENCY OFFICES**

<b><u>COUNTY</u></b>	<b><u>DISTRICT</u></b>	<b><u>RESIDENCY</u></b>	<b><u>PHONE NUMBER</u></b>
Accomack	Hampton Roads	ACCOMAC	(757) 787-1550
Albemarle	Culpeper	CHARLOTTESVILLE	(434) 293-0011
Alleghany	Staunton	LEXINGTON	(540) 463-3108
Amelia	Richmond	AMELIA	(804) 561-2411
Amherst	Lynchburg	AMHERST	(434) 946-7631
Appomattox	Lynchburg	APPOMATTOX	(434) 947-2167
Arlington	Northern Virginia	FAIRFAX	(703) 383-2433
Augusta	Staunton	VERONA	(540) 332-8989
Bath	Staunton	LEXINGTON	(540) 463-3108
Bedford	Salem	BEDFORD	(540) 586-7910
Bland	Bristol	TAZEWELL	(276) 988-2566
Botetourt	Salem	SALEM	(540) 387-5488
Brunswick	Richmond	SOUTH HILL	(434) 774-2300
Buchanan	Bristol	LEBANON	(276) 889-7600
Buckingham	Lynchburg	DILLWYN	(434) 983-2017
Campbell	Lynchburg	APPOMATTOX	(434) 947-2167
Caroline	Fredericksburg	BOWLING GREEN	(804) 633-5091
Carroll	Salem	HILLSVILLE	(276) 728-2813
Charles City	Richmond	SANDSTON	(804) 328-3044
Charlotte	Lynchburg	HALIFAX	(434) 476-6342
Chesterfield	Richmond	CHESTERFIELD	(804) 674-2800
Clarke	Staunton	LURAY	(804) 743-6585
Craig	Salem	SALEM	(540) 387-5488
Culpeper	Culpeper	CULPEPER	(540) 829-7616
Cumberland	Lynchburg	DILLWYN	(434) 983-2017
Dickenson	Bristol	WISE	(276) 328-9331
Dinwiddie	Richmond	PETERSBURG	(804) 863-4000
Essex	Fredericksburg	BOWLING GREEN	(804) 633-5091
Fairfax	Northern Virginia	FAIRFAX	(703) 383-2433
Fauquier	Culpeper	WARRENTON	(540) 347-6441
Floyd	Salem	HILLSVILLE	(276) 728-2813
Fluvanna	Culpeper	LOUISA	(540) 967-3710
Franklin	Salem	ROCKY MOUNT	(540) 483-7200
Frederick	Staunton	EDINBURG	(540) 984-5600
Giles	Salem	CHRISTIANSBURG	(540) 381-7200
Gloucester	Fredericksburg	SALUDA	(804) 758-2321
Goochland	Richmond	ASHLAND	(804) 752-5511
Grayson	Bristol	WYTHEVILLE	(276) 228-2153
Greene	Culpeper	CHARLOTTESVILLE	(434) 293-0011

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<b><u>COUNTY</u></b>	<b><u>DISTRICT</u></b>	<b><u>RESIDENCY</u></b>	<b><u>PHONE NUMBER</u></b>
Greensville	Hampton Roads	FRANKLIN	(757) 562-3194
Halifax	Lynchburg	HALIFAX	(434) 476-6342
Hanover	Richmond	ASHLAND	(804) 752-5511
Henrico	Richmond	SANDSTON	(804) 328-3044
Henry	Salem	MARTINSVILLE	(276) 629-2581
Highland	Staunton	VERONA	(540) 332-8989
Isle of Wight	Hampton Roads	WAVERLY	(757) 925-2261
James City	Hampton Roads	WILLIAMSBURG	(757) 253-4832
King & Queen	Fredericksburg	SALUDA	(804) 758-2321
King George	Fredericksburg	FREDERICKSBURG	(540) 899-4447
King William	Fredericksburg	BOWLING GREEN	(804) 633-5091
Lancaster	Fredericksburg	NORTHERN NECK	(804) 333-3696
Lee	Bristol	JONESVILLE	(276) 346-1911
Loudoun	Northern Virginia	LEESBURG	(703) 737-2000
Louisa	Culpeper	LOUISA	(540) 967-3710
Lunenburg	Richmond	AMELIA	(804) 561-2411
Madison	Culpeper	CULPEPER	(540) 829-7616
Mathews	Fredericksburg	SALUDA	(804) 758-2321
Mecklenburg	Richmond	SOUTH HILL	(434) 774-2300
Middlesex	Fredericksburg	SALUDA	(804) 758-2321
Montgomery	Salem	CHRISTIANSBURG	(540) 381-7200
Nelson	Lynchburg	AMHERST	(434) 946-7631
New Kent	Richmond	SANDSTON	(804) 328-3044
Northampton	Hampton Roads	ACCOMAC	(757) 787-1550
Northumberland	Fredericksburg	NORTHERN NECK	(804) 333-3696
Nottoway	Richmond	AMELIA	(804) 561-2411
Orange	Culpeper	CULPEPER	(540) 829-7616
Page	Staunton	LURAY	(540) 743-6585
Patrick	Salem	MARTINSVILLE	(276) 629-2581
Pittsylvania	Lynchburg	CHATHAM	(434) 432-7214
Powhatan	Richmond	CHESTERFIELD	(804) 674-2800
Prince Edward	Lynchburg	DILLWYN	(434) 983-2017
Prince George	Richmond	PETERSBURG	(804) 863-4000
Prince William	Northern Virginia	MANASSAS	(703) 366-1935
Pulaski	Salem	CHRISTIANSBURG	(540) 381-7200
Rappahannock	Culpeper	WARRENTON	(540) 347-6441
Richmond	Fredericksburg	NORTHERN NECK	(804) 333-3696
Roanoke	Salem	SALEM	(540) 387-5488
Rockbridge	Staunton	LEXINGTON	(540) 463-3108
Rockingham	Staunton	HARRISONBURG	(540) 434-2586
Russell	Bristol	LEBANON	(276) 889-7600
Scott	Bristol	JONESVILLE	(276) 346-1911
Shenandoah	Staunton	EDINBURG	(540) 984-5600
Smyth	Bristol	ABINGDON	(276) 676-5503

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<b><u>COUNTY</u></b>	<b><u>DISTRICT</u></b>	<b><u>RESIDENCY</u></b>	<b><u>PHONE NUMBER</u></b>
Southampton	Hampton Roads	FRANKLIN	(757) 562-3194
Spotsylvania	Fredericksburg	FREDERICKSBURG	(540) 899-4447
Stafford	Fredericksburg	FREDERICKSBURG	(540) 899-4447
Surry	Hampton Roads	WAVERLY	(804) 524-8427
Sussex	Hampton Roads	WAVERLY	(804) 524-8427
Tazewell	Bristol	TAZEWELL	(276) 988-2566
Warren	Staunton	LURAY	(540) 743-6585
Washington	Bristol	ABINGDON	(276) 676-5503
Westmoreland	Fredericksburg	NORTHERN NECK	(804) 333-3696
Wise	Bristol	WISE	(276) 328-9331
Wythe	Bristol	WYTHEVILLE	(276) 228-2153
York	Hampton Roads	WILLIAMSBURG	(757) 253-4832

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**Appendix H - URBAN PROGRAM MANAGER ASSIGNMENTS**

Urban City/Town Assignments				09/21/2005	
Mun.Code		Mun.Code			
		<b>Dic Burke (703) 383-2431</b>		<b>Marvin R. Tart, Sr. (804) 524-6290</b>	
100	Alexandria	166	Ashland		
212	Dumfries	142	Blackstone		
151	Fairfax	186	Chase City		
110	Falls Church	106	Colonial Heights		
235	Herndon	111	Fredericksburg		
253	Leesburg	116	Hopewell		
155	Manassas	123	Petersburg		
152	Manassas Park	127	Richmond		
286	Purcellville	301	South Hill		
153	Vienna				
		<b>Todd Halacy (757) 925-2513</b>		<b>E. Mark White (804) 786-3438</b>	
131	Chesapeake (Steven Rowan)	140	Abingdon		
190	Chincoteague (Kristin Mazur)	101	Big Stone Gap		
109	Emporia (Kristin Mazur)	143	Bluefield		
145	Franklin (Kristin Mazur)	102	Bristol		
114	Hampton (Bruce Duvall)	252	Lebanon		
121	Newport News (Bruce Duvall)	119	Marion		
122	Norfolk (Kristin Mazur)	146	Norton		
147	Poquoson (Bruce Duvall)	148	Richlands		
124	Portsmouth (Kristin Mazur)	295	Saltville		
300	Smithfield (Kristin Mazur)	158	Tazewell		
133	Suffolk (Kristin Mazur)	329	Wise		
134	Virginia Beach (Steven Rowan)	139	Wytheville		
137	Williamsburg (Bruce Duvall)				
		<b>Leo Rutledge (804) 786-2586</b>		<b>Jerry Van Lear (540) 332-9030</b>	
162	Altavista	279	Pearisburg	103	Buena Vista
141	Bedford	125	Pulaski	176	Bridgewater
150	Blacksburg	126	Radford	105	Clifton Forge
104	Charlottesville	128	Roanoke	107	Covington
			Rocky		
154	Christiansburg	157	Mount	216	Elkton
204	Culpepper	129	Salem	112	Front Royal
			South		
108	Danville	130	Boston	228	Grottoes
144	Farmville	149	Vinton	115	Harrisonburg
113	Galax	156	Warrenton	117	Lexington
118	Lynchburg			159	Luray
120	Martinsville			132	Staunton
266	Narrows			306	Strasburg
275	Orange			136	Waynesboro